

**STATE OF GEORGIA**  
**PROPOSED RECORDS RETENTION SCHEDULE**

<i>This data to be entered by the Records Retention Program</i>	<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"><i>Sheet:</i></td><td><u>1</u> of <u>2</u></td></tr><tr><td><i>Agency Code:</i></td><td>0422</td></tr><tr><td><i>Schedule #:</i></td><td>2001-0017-01</td></tr><tr><td><i>Effective Date:</i></td><td>02/09/2001</td></tr></table>	<i>Sheet:</i>	<u>1</u> of <u>2</u>	<i>Agency Code:</i>	0422	<i>Schedule #:</i>	2001-0017-01	<i>Effective Date:</i>	02/09/2001
<i>Sheet:</i>	<u>1</u> of <u>2</u>								
<i>Agency Code:</i>	0422								
<i>Schedule #:</i>	2001-0017-01								
<i>Effective Date:</i>	02/09/2001								

**Creating**

**Office:** Criminal Justice Coordinating Council (CJCC), Grants Administration Division,  
503 Oak Place, Suite 540, Atlanta GA 30349

**Jurisdiction(s)**

**Application**      **New:** New  
**Type:**            **Amend:**

**Series Title:** Victims of Crime Act (VOCA) Grant Program Files

**Dates of**  
**Series:** 1985 through Ongoing

**Access:** Open

**Function**

**Documented:** The VOCA Grant program, which is administered by the CJCC, provides funding for various local and state victim service projects throughout the State of Georgia. Examples of programs funded under VOCA include District Attorney's Offices victim/witness assistance programs, non-profit organization victim services programs and child abuse prevention and support programs.

**Consists of:** Financial documents from sub-grantees, audit reports from site visits,  
Program/Project overview documentation

**Arrangement:** Chronological by year, then by sub-grant award number as assigned by CJCC.

**Indexed by:** Computer indexed in Grants Management Information System (GMIS), then by sub-grant award number.

**Retention Requirement:** Following closeout, one (1) year on-site, then three (3) years at State Records Center

**State Law or Regulation:** 0  
**Federal Law or Regulation:** Three (3) years (28 CFR Ch. 1 § 66.42) , or until completion of any audit, litigation, claim, negotiation or other action and resolution of all issues which arise from it, whichever is later.  
**Audit Period:** 0  
**Administrative Need:** Four (4) years

**Standard Cutoff**

**Event:** Federal Fiscal Year.

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**Total Retention:** Temporary Record - Four (4) years.

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: L. Gale Buchner Director (dw) 04/02/01  
Agency Head, or Designee (type name and title here) Date

Concur: Eden E. Freeman Program Director II 2 April 2001  
Creating Office Administrator (type name and title here) Date

Submitted by: Shianne Williams Dep. Dir. 04/02/01  
Records Management Officer (type name and title here) Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: David Carmicheal 4/3/01  
David Carmicheal, Secretary of State Designee Date